

BROWNFIELD GRANT AND LOAN DELIVERABLE GUIDANCE

Below is a list of common project activities and the deliverables required if the eligible activity is paid for with an EGLE brownfield grant or loan.

Eligible Activity	Work Product / Deliverable Requirement	Invoicing Documentation / Quarterly Reporting Requirement
<p>General Requirements for All Grant / Loan Funded Activities</p>	<p>Provide a report or deliverable documenting every activity conducted using grant or loan funding.</p> <p>Example deliverables include: Phase I and II Environmental Site Assessments (ESAs), asbestos, lead based paint, and/or hazardous materials surveys, (e.g., pre-demolition, pre-renovation surveys, etc.), BEAs or documentation of EGLE’s receipt of the BEA, Due Care and Response Activity Plans, Health and Safety Plans (HASPs), bid specifications, summary reports which may include documentation such as field notes, photos, daily work logs, boring logs, laboratory reports, tables, figures, etc., as appropriate.</p>	<p>Consultant Invoices - must include detailed billing (unless lump sum¹ is approved by the brownfield coordinator) including:</p> <ul style="list-style-type: none"> • Staff names • Date work was conducted • # of hours • Associated Appendix A task number • Description of activity as defined in the approved work plan • Unit, per unit cost, and total cost • Detail of equipment, mileage, and materials^{2 3 4} • Subcontractor invoices⁵ <p>Contractor/subcontractor invoices should include or be labeled to show:</p> <ul style="list-style-type: none"> • Associated Appendix A task number • Description of activity as defined in the approved work plan⁶ • Unit, per unit cost, and total cost⁷ • Dates or date range when work was conducted

¹ Lump sum billing is only allowed when approved in advance by the brownfield coordinator on select items including a Phase I ESA, BEA, or contracted work bid as a lump sum. Invoices must still include a date range when work was conducted and description of the activity. Certain lump sum items still require backup documentation to demonstrate the work was completed properly e.g., disposal documentation, landfill tickets, etc.

² Mileage is limited to federal mileage rate at the time work is conducted.

³ Receipts must be provided for lodging, postage, vehicle rental, field supplies, equipment, fuel, etc.

⁴ Markup is not permitted on lodging, postage, vehicle rental, fuel, and other similar items.

⁵ Markup is limited to 10%

⁶ Work conducted should be easily identifiable per approved work plan (Grantee and consultants are encouraged to add notes to contractor invoices for clarification and remove excess information not applicable to the EGLE funding).

⁷ Unit and per unit cost should match those in the bid documentation and approved work plan.

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Site Assessments	<p>Documentation/report should include a summary of work completed following general requirements above in accordance with industry standards.</p> <p>If the grant was used solely for assessment purposes documentation should also include:</p> <ul style="list-style-type: none"> • Identification of future potential limitations on the use of the property based on the environmental conditions identified in the assessment; and • An estimate of due care and/or response activity costs based on the environmental conditions identified in the assessment. 	Follow general requirements above.
Bidding	<p>Bidding documentation for all contracts above \$20,000 shall include:</p> <ul style="list-style-type: none"> • The bid solicitation. Provide a courtesy copy to EGLE for review/comment prior to bid release, if possible. • Proof of bidder solicitation (a minimum of three bids from qualified bidders must be solicited) • Copies of all bids received • Qualifications of selected contractor • Bid summary with bid tabulation and recommendation 	Follow general requirements above.
Land or Resource Use Restrictions	A final copy of the Land Restriction Use Restriction (LRUR) and documentation that it was filed with appropriate parties.	Follow general requirements above.
Demolition, Lead and Asbestos Abatement	<p>Documentation/report should include a summary of work completed including dates, quantities of waste/materials removed, notable events, and as appropriate may also include:</p> <ul style="list-style-type: none"> • Photos (prior to start, during, and at completion of site activities) • 10-day notice(s) • Copies of permits • Copies of contractor accreditations(s) • Air monitoring • Analytical results • Daily logs • Post abatement clearance reports • Waste manifests • Landfill weight tickets/disposal documentation • Figure illustrating work completed, site features remaining, clearance sample locations, etc. 	<p>In addition to the general requirements above, documentation should also include:</p> <ul style="list-style-type: none"> • Waste manifests • Landfill weight tickets or disposal/recycling documentation • Waste removal log, which may include a spreadsheet cross referencing the date, quantities, manifests, and disposal documentation

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Waste Disposal, Container Removal, and Industrial Cleaning	Documentation/report should include a summary of work completed with dates, inventory and quantities of material removed, and as appropriate may also include: <ul style="list-style-type: none"> • Copies of contractor accreditations(s) • Photos • Air monitoring • Waste disposal profile and analytical • Waste manifests, disposal documentation, and log • Figure identifying locations of work 	In addition to the general requirements above, documentation should also include: <ul style="list-style-type: none"> • Waste manifests • Disposal documentation • Removal log including quantities and dates
Managing, Excavation, Treatment, Transportation, Disposal of Contaminated Soil, and Backfill	Documentation/report should include a summary of the work with dates, quantities of contaminated soil removed and contaminated soil remaining, and as appropriate may also include: <ul style="list-style-type: none"> • Copies of contractor accreditations • Photos • Air and other monitoring data • Analytical results and summary tables • Verification of soil remediation • Daily logs • Waste disposal profile and analytical • Waste manifests and log • Landfill weight tickets or disposal documentation • Backfill quantity/weight tickets and log • Backfill analytical and compaction testing, if required • Figures illustrating the work completed and sample locations 	In addition to the general requirements above, documentation should also include: <ul style="list-style-type: none"> • Waste manifests • Landfill weight tickets or disposal documentation • Soil removal log including quantities and dates • Backfill documentation, tickets, and log (may not be required if billed as lump sum)
Managing, Pumping, Treatment, Transportation, and/or Disposal of Contaminated Groundwater	Documentation/report should include a summary of work completed with dates, locations, and quantities removed, notable events, and as appropriate may also include: <ul style="list-style-type: none"> • Copies of contractor accreditations(s) • For National Pollutant Discharge Elimination Permit (NPDES) Discharges <ul style="list-style-type: none"> ○ MiWaters Permit Name ○ A copy of the NPDES Permit • For other treatment and disposal options: <ul style="list-style-type: none"> ○ Analytical ○ Copy of waste manifest/disposal documentation ○ Wastewater Treatment Plant (WWTP) disposal documentation including profile and approval from facility ○ Figure illustrating sampling locations, pumping and treatment locations, etc. 	In addition to the general requirements above, documentation should also include: <ul style="list-style-type: none"> • For other treatment and disposal options: <ul style="list-style-type: none"> ○ Manifests/disposal documentation ○ Water removal documentation including quantities and dates

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Specialized Foundations and Dredging	Documentation/report should include a summary of work completed, photos, figures, and as appropriate may also include: <ul style="list-style-type: none"> • Daily logs • Waste disposal profile and analytical • Waste manifests and log • Landfill weight tickets or disposal documentation • As built drawings 	Follow general requirements above.
Engineering Controls (Vapor Mitigation Systems, Infiltration and Diversion Barriers, Direct Contact Barriers, etc.)	Documentation/report should include a summary of work completed, photos, figures, and as appropriate may also include: <ul style="list-style-type: none"> • Installation/Commissioning Report summarizing the work completed including dates, deviations from the design in the approved work plan, and the following if applicable: <ul style="list-style-type: none"> ○ Daily logs ○ Photos ○ Performance monitoring and testing in accordance the approved design plan ○ Analytical results and summary tables ○ As built drawings/diagrams • Operations, Maintenance, and Monitoring (O&MM) Plan 	Follow general requirements above.
Tank Removal	Documentation/report should include a summary of work completed including dates, photos, sample results, observations, figure illustrating work completed and sample locations, and as appropriate may also include: <ul style="list-style-type: none"> • Copies of contractor accreditations(s) • Waste disposal profile and analytical • Removal notification and/or Part 211 reporting • Part 213 reporting • Groundwater monitoring • Daily logs 	In addition to the general requirements above, documentation should also include: <ul style="list-style-type: none"> • Waste manifests • Landfill weight tickets or disposal/recycling documentation
Final Report	A final report template and guidance will be provided by the brownfield coordinator. In some cases, if approved by the brownfield coordinator, the summary of grant/loan funded work and documentation can be provided only in the final report rather than the individual reports described above.	Follow general requirements above.